



RICKMAN HOUSE JOB POSTING

Closing Date: 5/15/15

Job Title: Residential Assistant – Rickman House 3PM-11PM Monday thru Friday.

Position:

Open position is full time with benefits, 40 hours per week \$9.25/hr. at the Rickman House at 345 N. Burdick Street, Kalamazoo, MI 49007.

Summary of Position: (A complete job description is available on request.)

Responsibilities include assisting with the general operation of the Rickman House facility, including oversight and assistance to all residents of the facility. Duties include:

- Providing pleasant and positive customer service, answering phones, greeting visitors and volunteers, general operation of the RSS desk/office.
- Supervising daily facility activities, enforcing rules, ensuring housing stability of residents. Assisting with coaching and life skills education as needed.
- Appropriately documenting resident needs and issues, completing all required reports and paperwork. Regular communication with partner agencies and staff.
- Ensuring confidentiality of all resident information.
- Being available for problem solving, referrals, assistance, and support to residents.
- Oversight and delivery of medications to residents requiring medication assistance.
- Attending to any safety issues, including providing instruction and direction to residents.
- Participating in general facility beautification.

Staff must be able to carry out the responsibilities of the position in a professional manner, within the parameters of established policies and procedures. Staff are required to make decisions and act on them during their shift.

Qualifications:

For consideration, candidates must possess a High School Diploma or GED and experience in the Human Services field. Must possess excellent written and verbal communication skills.

Hours: 3PM-11PM Monday- Friday for 40 hours per week at the Rickman House.

Compensation: Starting salary \$9.25/hour, paid time off, health and other benefits
Full time, exempt position.

Interested Applicants please send resume by 5/15/15 at 5PM to Kathy Smyser, Program Director, HRI, 420 E. Alcott Street, Suite 200, Kalamazoo, MI 49001. 269-382-0287.